Service Desk Informer

Providing Our Customers with Updates & Changes

SERVICE DESK
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Don't want to call?
Use our email option:

E-mail:
SERVDESK@DBM.STATE.MD.US

Some ADPICS FAQs

The following is a list of screens that will be helpful to you. Check them out!

Open Items Summary – 1440 Screen

Provides a listing of all posted Invoices and Receiving Reports for a given Purchase Order. Only unmatched Invoices and Receiving Reports are displayed on this inquiry. Unmatched documents are those posted documents (Receipts and Invoices), which do not have a corresponding Voucher.

Open Voucher by Department – 1480 Screen

Provides a listing of vouchers and direct vouchers that have not been interfaced to R*STARS. For example, vouchers that are not posted, contain posting errors, or are in approval processing.

Requisitions by Department – 2410 Screen

Displays all Requisitions in the system created for a given department within a given time period. The status of each requisition is displayed along with key information about the request.

Purchase Orders by Department – 2455 Screen

Displays all Purchase Orders in the system created for a given department within a specified time period. The user may search for POs based upon the create date or the delivery date of the order.

Receipts by Purchase Order – 3200 Screen

Provides a listing of all Receiving Reports created for a given Purchase Order.

Invoices by Purchase Order – 1530 Screen

Provides a listing of all Invoices created for a given Purchase Order. This inquiry displays the vendor invoice number.

Voucher by Purchase Order – 1490 Screen

Provides a listing of all Vouchers created for a given Purchase Order.

R*STARS Closing –

The month of September 2005 will be closed on October 18, 2005.

Upcoming Meetings -

The next ADPICS Committee meeting will be held on November 1, 2005 at 1:30. The meeting will be held at the SHA at 7005 Aviation Blvd.

The next ADPICS PUG Meeting will be held on Tuesday, December 6 2005 at 1:30 at the MDOT HDQ. This is a wonderful opportunity for ADPICS users to make suggestions to change or modify the system. Many of the changes that take place in ADPICS are made through the user community. Get involved.

If you are interested in attending any of these meetings, call the Service Desk and we will email you the directions.

IMPORTANT INFO FOR ADPICS USERS – PLEASE READ

Pre-Purge is scheduled to run in ADPICS the week of 10/24 - 10/28. The ADPICS Report 990, BPO/PO Purge List, will identify all Blanket Purchase Orders, Direct Purchase Orders and Purchase Order documents and document families (invoices, vouchers, requisitions, change orders, issues, job tickets…etc) which will be purged when the purge routine runs in March 2006.

Agencies are encouraged to run the ADPICS 990 report to view the documents that will be purged during the Annual Purge process, planned for March 2006.

Please contact the ASM Service Desk (410 260-7778) if you have any questions.

When Calling the Service Desk -

If you are calling from someone else's desk or area, please give us the phone number of YOUR office area NOT the number of the person's area you are calling from. Your customer information is tracked by your phone number and therefore, the process of logging a ticket may take longer. If necessary, we can always change your phone number within the ticket.

Documentation on the Web -

From the DBM website, you can access the FMIS documentation. Log into www.dbm.maryland.gov and under 'Featured Links' click on ASM documentation. Your logon ID and password are the same. **fmis_user** This is case significant. You can get ADPICS, R*STARS, Quick Reference Guides, etc. If you need assistance, call the Service Desk.